



The Human Resources office is offering telephone support and email support if you need help with an application. Please call 812.376.2570 or email humanresources@columbus.in.gov.

On June 15, the Human Resources office will begin to offer in-person support to applicants by appointment only. **We must keep to an appointment schedule to maintain social distancing of applicants and a mask is provided at City Hall and required for these appointments.**

Call 812.376.2570 to make an appointment. Applications can be submitted online jobs.columbus.in.gov until Friday, June 19th at 5 pm.

Department: Transit
Title: Part-Time Bus Driver
FLSA: Hourly / Nonexempt
Supervised By: Transit Coordinator
Salary: \$13.86 - \$19.79; not eligible for benefits; all part-time employees encouraged to apply for full-time work if interested

Application Deadline: June 19, 2020 at 5:00 pm EST

General Summary:

Under the direction of the Transit Coordinator, driver is responsible for operating a city bus on varied, predetermined routes and/or operate a Call-A-Bus on varied, changing assignments and maintain a time schedule. Strong customer service skills are necessary. Providing safe, convenient transportation options to a diverse community is the mission of the City of Columbus Transit department.

Specific Duties:

- Must have ability to drive any/all buses or support vehicles
- Drives bus on a predetermined route while maintaining a time schedule or be assigned Call-A-Bus assignments
- Picks up passengers according to tablet schedule/specific route
- Must be able to maneuver the city streets efficiently on paratransit service with changing assignments and routes
- Driver is responsible for keeping CDL physical forms, and license up to date and providing renewal copy to the office for their file before expiration, preferably at least three months before expiration.
- Performs pre-trip and post-trip inspection of bus/vehicle for safety and mechanical condition per trip
- Cleans, fuels, and washes bus, with power washer requiring bending, reaching over head, pushing and pulling
- Records passenger counts and completes maintenance reports

- Contacts dispatch regarding various emergencies such as medical emergencies, vehicle malfunctions, vehicle evacuations and/or circumstances that may affect service such as heavy traffic, road hazards, road obstructions, etc
- Works with public daily and assist them with route and directions
- Independent judgment required based on established policies and procedures
- Uses vehicle's intercom system to communicate instructions to passengers and to call out vehicle stops and transfer points
- Boarding/alighting the transit vehicle requires the ability to climb stairs. Successful operation of ADA accessible equipment should be considered essential to the position
- Perform all other duties as assigned

Job Qualification:

- High School Diploma or GED preferred
- Ability to: effectively communicate with diverse passengers of all backgrounds and abilities, including interacting with irate and agitated people; effectively communicate and interact with supervisors, co-workers, emergency personnel; read and understand materials (such as training materials, departmental rules etc.); follow written driving directions; accurately complete departmental forms and reports, read, interpret and respond to traffic signs and signals; perform basic mathematical computations (including addition, subtraction, multiplication and division)
- General knowledge of computer usage; ability to type, use email and interface with web-based systems
- Possess a valid Commercial driver's license-Class B with air brakes and transporting passenger endorsement, with clear driving record and maintain CDL at all times
- Knowledge of: traffic laws, regulations and procedures (including the rules of the road, right of way, etc.); departmental rules and regulations; how to safely operate various transit vehicles; procedures used to secure various transit vehicles
- Skill in: safely driving various transit vehicles in heavy traffic and under various environmental conditions (such as rain, nightfall, and fog); using mirrors to view objects behind and to the sides of the driver; operating wheelchair lift platforms
- Ability to work in harmony with public, other employees and supervisors
- Safe operation of a transit bus requires sustained sitting, driving, pushing/pulling, (steering wheel and various controls), repetitive motion, use of both hands, use of either hand, fine finger manipulation, wrist movement, and lifting up to 30 pounds. Safe operation also includes repetitive motion with both ankles/feet with both possessing the strength and dexterity to fully depress the service brake and accelerator (right), and turn signal controls (left)
- The ability to work overtime and shifts over (8) hours to meet services hours in Transit Operations required
- Availability required for call outs, holidays and Saturdays

- Schedule flexibility allowing driver to cover unexpected shifts because of call-outs and unplanned Call-A-Bus assignments highly preferred, including same-day notifications for shifts

Working Conditions:

- Must be able to work any shift or possible rotating shifts
- Holiday and Saturday shifts as assigned
- All weather conditions
- Sitting or standing for prolonged periods of time
- Substantial amount of physical effort required such as pulling, pushing, bending, reaching, squatting, operating all wheelchair lifts and/or securing wheelchairs and scooters.
- Frequent exposure to grease, dirt and dust, etc

Full and Part-time Transit employees in positions that require a CDL are subject to post-offer drug/alcohol testing, a post-offer CDL Physical, criminal conviction background and driving background check as well as a Fit for Duty screening or Post-Offer Employment Testing (POET) prior to hiring. As required by FTA, all CDL holders will be subject to random drug/alcohol testing, post-accident drug/alcohol testing, and reasonable suspicion drug/alcohol testing. All transit employees are considered safety-sensitive if they do not possess a CDL and a CDL is not required and are subject to the same testing.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

E/O/E

*all potential applicants are encouraged to apply, and if you need accommodation or help applying online, please call 812.376.2570 to make an appointment or email humanresources@columbus.in.gov

DATE ADOPTED:
REVIEWED AND APPROVED:
REVISED:

1/16/2020
1/16/2020
10/22/2019